

# REVENUE DEPARTMENT



## JOB RE-ANNOUNCEMENT

		POSTING DATE <b>10/25/05</b>	
		CLOSING DATE <b>Posted Until Filled</b>	
ANNOUNCEMENT NUMBER <b>049 - 05</b>			
JOB TITLE/JOB CODE NUMBER <b>Tax Specialist 3 (Tax Auditors) / 41404      Unclassified</b>	PAYGRADE <b>15</b>	SALARY RANGE (MONTHLY) <b>\$2,877.78 to \$5,040.60</b>	POSITION #'s <b>Various</b>
DIVISION <b>Compliance</b>	UNIT NAME/LOCATION <b>Headquarters in Atlanta (Positions Out of State)</b>		

THIS ANNOUNCEMENT IS OPEN TO:

- A. ☐ CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.
- B. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.
- C. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES, AND CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION AND WHO HAVE SUCCESSFULLY PASSED THE APPLICABLE MERIT SYSTEM TEST IF REQUIRED.
- D. ☐ CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.
- E. ☐ EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.
- F. ☐ PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site <http://thejobsite.org/>
- G. ☒ ALL QUALIFIED APPLICANTS.

SUBMIT TWO COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.

Applications should be submitted to: Georgia Department of Revenue  
Human Resources, Suite 2225  
1800 Century Blvd., NE  
Atlanta, Georgia 30345-3205

If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD)

### GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION

The Georgia Department of Revenue is seeking experienced tax auditors to perform state and local tax audits specializing in sales and use taxes. Additionally, if so directed, tax auditors may perform corporate income tax audits and AUP reviews.

### MINIMUM TRAINING AND EXPERIENCE

Successful completion of one year of experience as a Tax Specialist 2 OR Three years of professional accounting experience within either the private sector, public accounting or government agencies with emphasis in conducting state tax audits AND completion of a Bachelors Degree or equivalent in Business Administration or a related field from an accredited four year college or university that included two introductory and two intermediate level accounting courses (one course in business law may be substituted for one of the accounting courses) OR Two years of professional accounting experience within either the private sector, public accounting or government agencies with emphasis in conducting state audits AND completion of a Bachelors Degree or equivalent in Business Administration or a related field from an accredited four year college or university that included two introductory and two intermediate level accounting courses (one course in business law may be substituted for one of the accounting courses) AND a Masters Degree or equivalent in Business Administration or a professional CPA designation.

### ADDITIONAL REQUIRED QUALIFICATIONS

Must have a minimum of three (3) years of professional accounting experience in private industry, public accounting or government sector conducting or representing taxpayers in state tax audits. Must have a Bachelors degree in Business Administration or a closely related field with a minimum of twelve (12) semester hours in accounting. Must have strong written and verbal communication skills and experience with various computer software programs. Must be a self starter and capable of handling a magnitude of assignments concurrently.

### PREFERRED QUALIFICATIONS-IF APPLICABLE

Advanced degree, CMI or CPA.

### COMMENTS

Positions will be based in or near major metropolitan areas in California, Massachusetts, Connecticut, Ohio, Virginia and Texas.

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection.

Equal Opportunity Employer